Registered Onsite Wastewater Practitioner Endorsement Information – Installer

What does a ROWP Installer do?

As the name implies, an Installer installs onsite wastewater treatment systems following the plan created by an Authorized Person (AP) such as a ROWP Planner or a professional engineer. The plan and the installation of the system is based on the BC Sewerage System Regulation (SSR) and the BC Standard Practice Manual version 3 (SPMv3). Installers, like all ROWPs, must also follow all ASTTBC policies including: ROWP Practice Guidelines and ASTTBC Bylaws. A ROWP installer is required to consult with the AP that planned the system before installing system components and if it is necessary to deviate from the plan.

How do I register as a ROWP Installer?

1. Meet the Admission Requirements

Meet the admission requirements for practicing registrants outlined in the ASTTBC Bylaws Part IV section 36.

2. Complete the Required Competencies and Experience

COMPTENCIES

A ROWP Installer must meet the competencies set out at sections 1-3 and 5 of the ROWP competencies found in Part 5 of the ASTTBC Bylaws (page 114) and be competent to install a sewerage system servicing domestic strength sewage wastewater using a Type 1 or Type 2 treatment method for daily design flow of domestic sewage less than 9,100 liters in accordance with the Standard Practice Manual version 3 pursuant to the Sewerage System Regulation, and in accordance with specifications within the Filing documents prepared by an Authorized Person and accepted by the relevant Health Authority.

Details on competencies and experience will be completed as part of the onsite wastewater online application form. The onus will be on the applicant to provide details and evidence to demonstrate how and when they have met the required competencies through education and/or work experience.

Note: when completing the competencies section of the application, if you are providing any attachments which support the competency, please add a note for example: See attachment, page 5 of project file 123 River Rd, Delta.

EXPERIENCE

Registration/certification as an Installer requires submission of documentation on **3 onsite wastewater installations (actual sites of which one must be a pressure distribution system)** completed by the applicant under the supervision of an Authorized Person.

Records of each installation consistent with all applicable ROWP Practice Guidelines shall be submitted in the online application form as a project file, please see #4 below for details on submission requirements.

The expectation is that the work completed on the installation (project files) submitted for review to ASTTBC is the work of the applicant which was confirmed/reviewed by the Authorized Person. It cannot be the work of the Authorized Person.

3. Complete the Online Application Form

You can start your online onsite wastewater application form at any time by creating an account at www.asttbcapply.ca.

Remember your username and password and be sure to save your entries regularly, you can return to application in progress at any time.

Applications must be completed within two years. Submission procedures and requirements are subject to change, requirements in place at the time of application completion will apply.

Note: if you have created an account in the past, do not create a new account, contact registration staff to get access your existing account.

4. Submit Evidence (Project Files) of Completed Installations

You will need to submit at least 3 as built/record drawings and photographs with explanation at key stages of the system installation that you have completed; one must be a pressure distribution system. Documentation will be prepared as described below and include the information listed in the checklist on the next page.

Documentation for each completed installation need to be combined into one PDF project file and uploaded to the attachments section of your online application**.**

- The project file submission checklist on the next page must be inserted as the first page in each project file.
- Documents in the file should be clearly labelled/bookmarked.
- Maximum file size for upload is 20MB. Files should be saved as 'reduced PDF's'. If you find the combined file size is larger, it can be combined and broken down into parts. It's best to use Adobe Pro to do this. If you don't have the program, a free trial version can be downloaded when you are ready to combine files.
- For any pictures that will be submitted, be sure it is clear that you are doing the work, you should be in the picture wherever possible.
- There is a maximum of 30-40 pictures per system. Label each picture to indicate what is being done/shown. (Tip: create a Word document file for your pictures, paste the image and provide a description below.)

5. Submit a List of Tools and Equipment

In a separate document, please provide a list of all of the tools and equipment you have and use during the installation of an onsite system such as laser or builders level, measuring devices, utility locating devices, etc.

Save the file as "Installer List of Tools" and upload the file to the attachments section of the online application.

Project File Submission Checklist - Installer

Please complete and include this checklist as the first pages in each project file PDF.

Provide documentation showing proof of your diligence to meet Standard Practice Manual and ROWP Practice Guidelines. Examples of relevant documents shall include but are not limited to those listed below. Use the rows 21-24 to list any other information you'd like to highlight, attach an additional sheet if more space is required.

File Name: (Name file by site address e.g. 13 River Rd, Delta)	

No	Information Required	Provide details on where the information can be found in your file, e.g., page 5 If it's not included, please explain why.	For Office Use Only
1	Client contact information		
2	Client expectations		
3	Planner contact information		
4	Construction drawing from planner		
5	Component detail		
6	Cutaway drawings		
7	As-built/Record drawings		
8	System specifications		
9	Electrical permits		
10	Commissioning notes		

11	Verification Sand Meets SPM Quality Standards (if applicable)		
12	AP's Installer Letter of Certification		
Photographic and Related Documentation showing key stages of installation from start to finish (This list is not exhaustive, and may vary by type of system, include all steps/work done. Label each picture to indicate what is being shown. A clear indication needs to be in place on who did what working under an AP.)			
13	tank leak test prior to installation		
14	all excavation activities before, during and after installation		
15	program control panel, set floats for demand & time dose systems		
16	basal interface preparation		
17	piping configurations in pump chambers		
18	tank excavations before tank placement		
19	water testing D-box to ensure even flows to all laterals		
20	pressure dispersal laterals with orifices		
21	Other:		
22	Other:		
23	Other:		
24	Other:		

25	Other:		

Applicant Declaration

I confirm that I completed the documentation provided in this project file with the exception of

_____	_____	_____
Print First and Last Name	Applicant Signature*	Date (yyyy-mm-dd)

Authorized Person Declaration

I confirm the applicant completed the work on this site and the documentation provided in this project file, with the exception of

_____	_____	_____	_____
Print First and Last Name	Authorized Person Signature*	Date (yyyy-mm-dd)	Stamp/Seal

*Signatures must be actual (print and sign) or drawn/digital using PDF features; typed signatures are not accepted.